



June 14, 2016

Preconstruction Meeting Information

Contractor Construction Procedures for Projects Impacting CSXT

PROJECT DESCRIPTION: I-24 Bridge Superstructure Replacement and Widening

Location: Nashville, Davidson County, TN - CSX Nashville Division, Nashville Terminal Subdivision, Milepost 000-184.57, CSXT OP# TN0338

Description: Bridge Superstructure Replacement and Widening

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1.0 GENERAL

1.1 Scope

1.1.1 This guideline is not a legal document but is intended to apply to the construction of facilities by public agencies and other entities across, over, and under CSX Transportation (CSXT) property and facilities.

1.1.2 This document is subject to revision and updating by STV and/or CSXT at any time without prior notice.

1.1.3 It shall be clearly understood that CSXT owns its right-of-way for the primary purpose of operating a railroad. All projects shall therefore be constructed so that rail operations and facilities are not interfered with, interrupted or endangered. In addition, all project construction shall be planned and progressed to ensure the safety of rail operations, and to minimize encumbrance to the right-of-way so that the railroad will have unrestricted use of its property during and after construction activity.

1.1.4 The telephone number for **CSXT Emergencies** is: 800-232-0144. Reference the milepost and DOT number for the project listed above, when calling.

1.2 Definitions

CM Construction monitoring services provided by STV on behalf of CSXT.

STV – Preconstruction Meeting Information for Projects Impacting CSXT

CMR Construction Monitoring Representative – The STV representative authorized by CSXT to perform specific Construction Monitoring tasks.

CSXT CSX Transportation

GEC General Engineering Contract entered into between CSXT and STV to provide construction monitoring services for public or private projects impacting CSXT property and/or operations.

POC The STV first Point of Contact person whom the project sponsor must contact regarding any project involving CSXT property or facilities.

STV The consulting engineering firm retained by CSXT to provide construction monitoring services on its behalf.

1.3 Contractor/Project Sponsor Responsibilities

It is the responsibility of the prime contractor to oversee the work being performed by its subcontractors. No subcontractor shall be permitted to work within CSXT's right-of-way without the presence of the prime contractor's superintendent and/or the project sponsor's employee in charge.

1.3.1 The contractor shall furnish to the Construction Monitoring Representative (CMR) an Emergency Action Plan including a list of project contact names and telephone numbers and nearby medical facility information, prior to the start of any project work. **Note: This action plan shall be revised and updated on an as needed basis throughout the duration of the project.**

1.3.2 The contractor shall submit construction schedules, updated at regular intervals, or as requested by the CMR, for upcoming project activities.

1.3.3 If construction problems develop which may impact CSXT property and operations, the contractor shall cease work, consult the CMR, and include the CMR in the resolution process prior to the resumption of work.

1.3.4 Compliance with any requests or directives of the CMR shall be addressed and executed immediately by the contractor to the satisfaction of the CMR, before the CMR leaves the project site. Failure to comply may result in the issuance of a safety stand-down directive by the CMR shutting down all contractor work on/over/about CSXT property.

2.0 CSXT REPRESENTATION

Under a General Engineering Contract (GEC), STV has been retained by CSXT to provide construction monitoring (CM) services for projects that impact CSXT operations and /or property.

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2.1 STV Point of Contact (POC) in Construction

STV will always be the initial point of contact for any project involving CSXT property or facilities. The POC for STV will assign the project to a specific Construction Monitoring Representative (CMR) and will also coordinate the review of all construction submittals.

2.1.1 The Initial Point of Contact (POC) is:

Randall G. Frederick
Project Manager
STV, Incorporated
Concourse III, Suite 400
5200 Belfort Road
Jacksonville, FL 32256
Email: Randy.Frederick@stvinc.com
Telephone: 904-383-3913 / Fax: 904-730-7766

2.2 Construction Monitor Representative (CMR)

After initial contact is made to the STV POC, a STV representative, acting as the CSXT authorized Construction Monitoring Representative (CMR), will be assigned to the specific project.

2.2.1 The contractor shall interface with the assigned CMR for all project specific construction related issues involving CSXT property.

2.2.2 The CMR will, without advance notice, perform periodic checks for contractor compliance with CSXT safety rules and compliance with the approved plans and techniques, while occupying CSXT property.

2.2.3 CSXT, and by extension, all STV CMR's **only recognize the project sponsor and their prime contractor as the project owners**, and as such, will only deal directly with the prime contractor.

2.2.4 The CMR shall have full authority on behalf of CSXT to stop work for any reason, including but not limited to, safety, technical, or administrative issues (i.e., insurances).

2.3.5 The CMR shall be present full time during beam erection, installation and removal of sheeting/shoring, demolition procedures, undergrade pipe installations, and other construction activities as necessary, to ensure that proper techniques are being applied and the approved plan/procedures are being followed in accordance with CSXT requirements and operational safety.

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2.3.6 The Construction Monitoring Representative (CMR) assigned to this project is:

Mr. Patrick Proud
Cell: (678) 350-6750
Email: Patrick.Proud@stvinc.com

3.0 CSXT SAFETY AND PROPERTY PROTECTION

This section includes items to ensure the safety of railroad personnel and operations, the contractor, and the general public during the construction of the project.

3.1 Job Safety Briefings

Safety is the number one issue for the contractor's crews, CSXT personnel, and anyone within CSXT right-of-way. Therefore, it is responsibility of the contractor's superintendent to locate the CSXT flagman and conduct daily face-to-face job safety briefings with the CMR, prior to the start of work at anytime the primary scope of work changes.

3.1.1 **Updates** - Updated job briefings shall be conducted throughout the day, as conditions change.

3.1.2 Trains Passing the Project Site

- the contractor shall remain in constant contact with the CSXT Flagman while occupying CSXT property.
- the contractor shall cease all work as directed by the CSXT Flagman, prior to any train entering the project work limits.
- the contractor shall move and secure all equipment away from the track as directed by the CSXT Flagman.
- the contractor forces shall move to their designated place of safety, as directed by the CSXT Flagman.
- the contractor forces may not resume work until directed by the CSXT Flagman.

3.1.3 **Personal Protective Equipment (PPE)** – All parties involved in, or inspecting the work, or entering upon CSXT property, shall wear proper Personal Protective Equipment (PPE) as follows:

- **Hardhat** (ANSI Class II)
- **Vest** - high visibility orange or yellow w/ reflectorized strips (ANSI Class II or DOT Class II)
 - Vest is mandatory when working within 25 feet of a public highway at grade crossing.
- **Safety shoes** (steel toed)
- **Safety eye wear** with full side shields
- **Hearing protection** (when required)

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- **Finger rings must be removed**
- **Additional PPE may be required** for welders, brush cutters and other types of work.

3.2 Fire Protection Plan

The contractor shall have a fire prevention plan in place while working on CSXT property. The plan shall include the emergency telephone numbers of local fire and other emergency agencies.

NOTE: This action plan shall be revised and updated on an as needed basis, throughout the duration of the project.

3.2.1 When welding, cutting or burning on CSXT property, fire extinguishers of the appropriate kind and size shall be at the point of the work to extinguish brush or other fires. Also, there must be sufficient fire-fighting equipment (hand tools) immediately available to control fires.

3.3 Material Storage

Storage of contractor construction equipment, or materials, is prohibited on CSXT property.

3.3.1 Material staged on CSXT property for daily installation and not installed shall be removed at the end of the work day.

3.3.2 If the contractor requires the use of CSXT non-operating property for material storage arrangements for its use through a lease agreement must be made with CSXT Real Properties. Contact the CMR.

3.4 Open Excavation Protection

Open pit, trench or other excavation within 30 feet of centerline of track(s) are considered trip/fall hazards and shall be protected.

3.4.1 Open excavation shall be covered with boards capable of supporting the weight of at least two (2) people.

3.4.2 If the above is not practical, as determined by the CMR, the contractor shall install and maintain 48" high-visibility orange safety fencing around the excavation.

3.4.3 Sheeting/shoring shall have OSHA approved safety railing incorporated into the design, or the sheeting shall extend 48" above grade and be marked with high visibility orange construction fencing.

3.5 High Visibility - Orange Safety Fencing

High Visibility Orange Safety Fencing shall be installed when directed by the CMR, not less than 15' from and parallel to the centerline of track(s), or as specified by the CMR. It shall extend a minimum of 25' past each side of the limits of work to delineate safe working areas for the contractor.

3.6 Geotextile Filter Fabric

Geotextile filter fabric and silt fencing shall be installed to prevent the railroad track structure from being contaminated by fine debris during construction and demolition, and to facilitate post construction cleanup of railroad property.

3.6.1 Additional geotextile filter fabric and/or silt fence shall be installed by the contractor if directed by the CMR.

3.6.2 Geotextile filter fabric shall be minimum 6 oz. non-woven material and be installed to completely cover the railroad ballast section and between the rails (in the gauge), as per the Standard Plan, attached.

3.6.3 The filter fabric shall be fastened in place to the track ties using roofing nails w/ plastic discs or approved alternate method.

3.6.4 The filter fabric shall extend along the track(s) in each direction minimum distance of 25' past the limits of work, or as directed by the CMR.

3.6.5 The silt fencing and filter fabric shall be kept clean of construction/demolition debris and maintained for the duration of the project, to the satisfaction of the CMR.

4.0 INSURANCES – Railroad Protective Liability and Commercial General Liability

NOTE: The contractor will not be permitted to work on CSXT right-of-way until CSXT has acknowledged written acceptance of the insurance coverages for the proposed project.

4.1 The Contractor shall submit all proper insurance information to both the CSXT Risk Management Department (reflecting CSXT OP number) and the STV POC, in accordance with the executed agreement between CSXT and the project sponsor.

4.1.1 The **original** insurance documents and any subsequent insurance inquiries shall be directed to:

Ebix, Inc.

Email: insurancedocuments@csx.com

In case of urgent/emergency projects needing immediate insurance review and approval, please contact Ann directly. Her contact info is below:

Ann Dinkfeld

Service Consultant – Ebix BPO, Hemet, CA

Ebix Inc

Direct +1 951 658 4069 |

Email ann.dinkfeld@ebix.com | **Web** www.ebix.com

4.1.2 The contractor **shall also send a copy**, for information purposes, of all the insurance documents via fax to:

Randall G. Frederick

Project Manager

STV, Incorporated

Concourse III, Suite 400

5200 Belfort Road

Jacksonville, FL 32256

Email: Randy.Frederick@stvinc.com

Telephone: 904-383-3913 / Fax: 904-730-7766

4.2 Insurance Renewal

The contractor shall furnish proof of policy coverage to the above individuals not less than 15 work days before the policy expiration date.

4.2.1 CSXT will only accept a Binder or Endorsement as legal proof of coverage.

4.2.2 Failure to submit timely proof of coverage documentation will result in the contractor being notified to cease all contract work on/over/about CSXT property until the insurance coverage is determined to be acceptable by CSXT Risk Management.

5.0 CONSTRUCTION PROCEDURE / DRAWING SUBMISSIONS

The POC for STV will coordinate the review of all construction submittals for this project on behalf of CSXT. All construction submissions and procedures must be in compliance with requirements outlined in the following document: *CSX Transportation – Construction Submission Criteria*, dated February 23, 2015.

Note: CSXT Construction Submission Criteria can be accessed online at the following link:

[http://www.csx.com/share/wwwcsx_mura/assets/File/Community/CSX Public Projects Manual 4 23 2015.pdf](http://www.csx.com/share/wwwcsx_mura/assets/File/Community/CSX_Public_Projects_Manual_4_23_2015.pdf)

5.1 The sponsor shall submit for review/approval its submissions for proposed method of work, including but not limited to:

- Erosion & Sedimentation Plans
- Temporary Construction Clearances - The placement of equipment, materials, and/or temporary construction relating to the minimum specified horizontal and vertical construction clearances in accordance with the executed Construction Agreement between CSXT and the Project Sponsor; unless this information is incorporated in the following submission items.
- Sheeting & Shoring for supported excavation adjacent to the railroad embankment, (including Safety Appliances such as high visibility orange safety fencing, railings, etc.; calculations indicating railroad live load influence zone)
 - Railroad Live Load Influence Zone is defined as a line beginning at a point 18 inches below the base of rail and 12 feet horizontally from track centerline, the embankment line then extends downward on a 1.5H to 1V slope.
 - Demolition Plans, Sequencing and Track Protection (i.e. filter fabric, overhead above track demolition debris shields or under decking using a minimum of 150 psf design load.)

NOTE: CSXT prohibits any type of demolition debris shield or crane mats placed at track level on the rails and ties.

- Substructure Construction Methods and impacts to railroad operations (i.e., equipment types and placement, material staging, and other)
- Erection Plans & Sequence Cranes shall be sized based on a **150% Factor of Safety** [1.5 x Gross Pick Weight]; (**NOTE: Any Safety Factors that may be built into the crane rating tables shall not be considered as part of the CSXT required 150% FS**). All hardware, rigging and supporting catalog cuts and calculations, beam delivery and staging locations, and crane placement, all with pertinent dimensions shown, shall be included in the submission. **See note above regarding crane mats.**
- Under grade Pipe Installation Means & Methods (tunnel liner plate, jack/bore, etc).

Note: Pipeline Occupancy specifications can be found at the following

link: [http://www.csx.com/share/wwwcsx_mura/assets/File/Customers/Non-freight_Services/Property_Real_Estate/Pipeline - Design Construction Standards.pdf](http://www.csx.com/share/wwwcsx_mura/assets/File/Customers/Non-freight_Services/Property_Real_Estate/Pipeline_-_Design_Construction_Standards.pdf)

- Other project specific construction activities that may directly impact CSXT property or operations in any manner, as determined by CSXT and/or the CMR.

5.2 A minimum of six (6) sets of the submission shall be provided for review and processing. If specific project requirements dictate, additional sets may be required.

5.3 All submissions and revised submissions require 30-day review periods.

- 5.4 All submissions shall be forwarded to:

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5200 Belfort Road
Jacksonville, FL 32256
Email: Randy.Frederick@stvinc.com
Telephone: 904-383-3913 / Fax: 904-730-7766

5.5 **Construction Schedule**

5.5.1 Contractor or sponsor shall furnish to STV a condensed construction schedule indicating projected start and finish dates for activities critical to CSXT train operations and safety (including but not limited to: demolition, support of excavation, girder/formwork erection, UG pipe installation)

5.5.2 Contractor or sponsor shall furnish within 30 days of the preconstruction meeting and update at least monthly, or as requested by the Construction Monitoring Representative.

6.0 CSXT FLAGGING SERVICES

CSXT (coordinated through the CMR) will furnish at project expense the required railroad flagging protection services.

6.1 **Flagging Requirements**

The contractor shall perform no work that could impact the safety of train operations without first obtaining CSXT Flagman protection.

6.1.1 The contractor shall request a CSXT Flagman for any work on, over, under, or with track fouling potential.

6.1.2 Flagmen are required if equipment can reach and foul the track in any fashion (booming, reaching, turnovers, etc.)

6.1.3 Flagmen are required anytime work is to be performed within twenty-five (25) feet of any track.

6.1.4 Efficient work scheduling should be utilized to maximize the flagging efficiency on the project.

6.2 The contractor shall contact the CMR in writing a minimum of 30 days in advance of the proposed work, so that the appropriate CSXT flagging protection services may be arranged.

Kevin Critzer
CSXT Roadmaster
(804) 938-1255
Kevin_Critzer@csx.com

Mr. Scott Williams
CSXT Construction Engineer
(330) 447-5443
Scott_williams@csx.com

6.3 When the assigned flagman is to be terminated from the project, the CMR must receive the request in writing a minimum of 7 days in advance

6.4 When a CSXT flagman is required and onsite, the contractor must provide telephone service (i.e. access to contractor's cellular phone or land line phone) to the CSXT flagman in the vicinity of the track area at all times for emergency use and to coordinate with the contractor, CSXT personnel or their subcontractors as needed.

7.0 TEMPORARY AT-GRADE CONSTRUCTION CROSSINGS

All temporary track crossings must have prior CSXT written approval.

7.1 If not previously included in the fully executed construction agreement between the project sponsor and CSXT, the contractor shall contact the CMR for crossing application procedure.

7.1.1 CSXT approval for all temporary track crossings is not guaranteed.

7.1.2 Formal crossing application procedure is currently under review.

7.2 At-Grade Crossing Construction Requirements

7.2.1 CSXT labor agreements may require railroad forces to install the non-paved portions of the temporary crossing. Contact the CMR for direction.

7.2.2 The contractor shall install geotextile within the footprint of the temporary crossing(s), on top of track ties and ballast prior to placing stone or paving of crossing and approaches.

7.2.3 The contractor shall install and maintain lockable crossing barricades, as directed by the CMR. Examples of barricades used are post and cable with lock, concrete "jersey barriers", or lockable farm gate.

NOTE: The actual barricade type proposed for use by the contractor shall be subject to the approval of the CMR on behalf of CSXT. Any of the above examples may be denied for specific site constraints or conditions.